User-Friendly UTIPS

Why should I use UTIPS as a FACS teacher?
1. Easy grading. Not even any bubble sheets.
2. Easy to change tests to fit material taught that semester.
3. No last-minute photocopies.
4. Easy make-up for absent students.
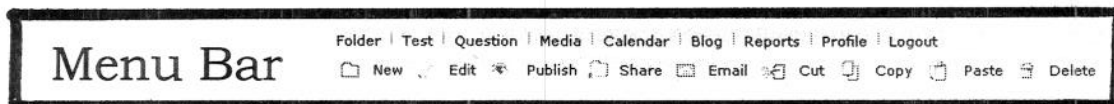5. Easy review for state tests.

Where do I go to find UTIPS?

Region	Regional Server URL
Daggett, Uintah, and Duchesne	http://dud.utips.org
CUES Region	http://cues.utips.org
Davis School District	http://utips.davis.k12.ut.us
NUES Region (northern districts):	http://nutips.org
SEDC Region:	http://utips.sedck12.org
Tooele School District	http://utips.tooelesd.org
Utah County (Provo, Alpine, Nebo)	http://ucutips.org
USOE Server:	http://utips.org
Washington School District:	http://utips.washk12.org

Student Access is based on the format: http://teachersusername.serverURL
- For example, http://lemonkitchen.dud.utips.org

How do I set up my page the way I want?

Menu Bar	Folder | Test | Question | Media | Calendar | Blog | Reports | Profile | Logout
	New Edit Publish Share Email Cut Copy Paste Delete

On the Menu Bar, click on **Profile: My Page**.

1. To add a picture to your public page:
    a. Select **Media: New**
    b. Browse for your picture and then upload it.
    c. To remove a picture, click on the trash can after the picture.
2. To add a message to your public page
    a. This message area is a grey box located just below the name and identifying information.
    b. Click in the *Message* box and enter the desired text.
    c. Formatted the text as desired with the tools on the toolbars. (Generally, an item must be selected before it can be edited)

3. Test Form
   a. Choose the type of login screen:
      i. **Simple Form** – For FACS classes, this works fine.
      ii. Detailed Form – The student can select their name from a list. This will group all tests taken by a student under one user.
   b. AutoFill Teacher User Name - Choose **Yes** to have the teacher's user name automatically filled in.
   c. Choose the Type of window to be displayed.
      i. *With Tree* displays the file tree on the left with the folders and/or tests.
      ii. *Without Tree* displays the public page without a tree on the left side.
4. When you are in your page, create folders to organize your tests.

How do I create a test?

1. Click on the folder that will hold the test.
2. On the *Menu Bar*, click on **Test: New.**
3. Choose the type of test:
   a. *Closed Book* – Students have one chance to answer each question. When they are done they can see their finished grade, and then view the "full report" to see what they got wrong.
   b. *Survey* – Questions can be ungraded with no correct answers.

Create New Test

Test Name: Chemistry   Only Use: ' A_Z, a_z, 0_9 '

◯ Closed Book   ◯ Survey   ⦿ Open Book

☑ Randomize Questions   ☐ Randomize Answers

☐ Auto Email Results to paulw@dsdmail.net

Competency Percent: 70   Time Limit: minutes

How should the questions be displayed:
⦿ User Choice   ◯ All Questions   ◯ Single Question

☑ Select questions from the ITEM POOL

Create   Cancel

   c. *Open Book* – Students have multiple chances to answer a question. As students answer questions, they can see if their answer was correct, and a running percentage is calculated. It is good for review tests, because they it offers instant feedback.
4. *Randomize Questions* is highly recommended to minimize risk of cheating.
5. *Auto Email Results*: sends the results to the teacher each time the test is taken.
   a. Generally leave this off when a whole class is taking the test.
   b. You can select it later to keep track of make-ups.
6. *How should the questions be displayed?* Sometimes the test has frozen up when it is displayed in single questions. I've changed to putting "**All Questions**" on my tests.
7. *Select questions from the ITEM POOL?* Leave **unchecked**. There is no pool for Family & Consumer Sciences.
8. Once you've created your test, you can start adding questions. Just go

to **Question: New**.

What types of questions can I ask with UTIPS?

1. Forced Response Questions (multiple choice)
   a. Forced Response questions can have more than one correct answer.
   b. Mark the correct answer(s) by clicking in the check box in front of the answer(s).
   c. Note –If you have True or False Questions on your test you cannot use the *"Randomize Answers"* option when setting up the test. It will display them all with the correct answer first.

2. Essay Questions
   a. In the *Rubric* box, enter the rubric instructions for grading the answers.
   b. Note – This is the only type of question that must be graded by the teacher. When the computer tells students their score at the end of the test, it counts these as a 0. Let students know that their percentage will go up when you grade the essay questions.

3. Matching Questions
   a. In the *Text* box, enter the instructions.
   b. Enter items and matches in the two columns.
   c. Note: Sometimes very long answers don't display well on the screen. I also don't recommend doing more than about 7-8 matching items.

4. Short Answer Questions (Fill in the Blank)
   a. The students must enter the answer exactly as it was entered to be marked correct.
   b. Click to place a check mark in the *Case Sensitive* box to require the answer to be correctly capitalized.
   c. Note – The teacher can enter multiple correct answers. The answers must be separated by a comma. It is important not to have a space between the comma and the answer.

5. Grouped Questions: a group of questions that are all related, such as several questions that examine one piece of media.
   a. Must add "group description" before you add individual questions.

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b. Grouped questions can be any of the above mentioned types

How do I add pictures to my questions?

1. Media can be added to a question as part of the question or to answers.
2. Must be done from *Explorer* or *Safari*, not *Firefox*
3. To add a new piece of media, choose **Media: New**. Select **Media Upload**. Depending on which browser you're using, either select **Choose File** or **Browse**. If adding more than one file, select additional files before clicking on **upload** button.
4. To add a previously used piece of media, choose **Media: browse**. Go to the test where the media is located. Click on the **list view** button, located at the top right corner of the page. Click the box next to the media you want to use. From the menu bar at the top of the page, select **Media: Copy**. It will then take you back into the question you are working on.
5. If you have a lot of media you want to add to your tests, you may need to ask your regional server coordinator to give you more storage space.

How do I publish my tests? (Publish: to make a test show up on your public page so students can take it.)

1. Click on the test or folder to be published in the left navigation area.
2. On the *Menu Bar*, click on **Test: Publish**.
3. A red "P" appears in front of the published test or folder.
4. To unpublish, follow the preceding procedure again.
5. The red "P" disappears from in front of the published test or folder.

What problems could my students have?

❖ Hitting enter before they are done with the test submits the test, and the only option is to start over.
❖ Sometimes a "menu box" appears on the middle of the screen. If so, click "bookmark this page" and then cancel. This takes them back to the test without having to start over.
❖

How do I grade essay questions?

• Essay questions must be graded online by the teacher.
• On the *Menu Bar*, click on **Reports: All Tests**.
• In the *Test Results* box at the top, click on the down arrow and choose the desired time period when the test was taken.
• Click on the name of the test to be corrected.
• In the Essay column, click on *N/S* or the score for the student.
• Use the rubric to determine the score.
• In the box at the right of the

| Name	Forced Response	Essay	Total Score	Taken
☐ Anderson Julie	96% (116/120)	0% (0/0)	97%	Nov 19, 2004 11:41 AM
☐ Waite Paul	85% (103/120)	0% (0/0)	86%	Nov 19, 2004 11:36 AM

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question, enter the score.
- Score each essay question.
- Click on the **Done** button at the top when finished with this test.

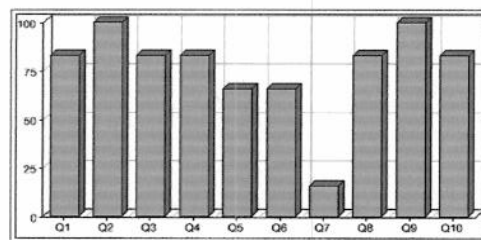## What tools are available to see how my students are doing?

Competency View
- The Competency view displays a pie chart of the number of students who have reached competency (75%), those close to competency (65% to 74%), and those below 65%.
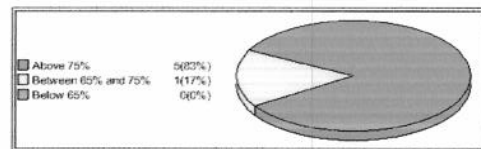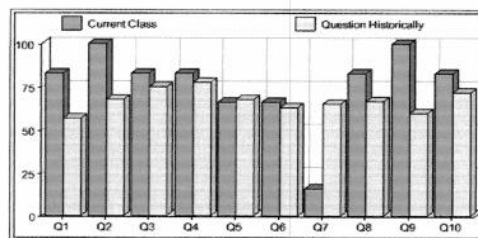

Questions View
- The Questions view displays a bar chart of the item analysis of the test.

Questions History View
- The Questions History view displays a bar chart of the item analysis with the current scores chosen compared to the total history of the questions.

Acknowledgement: This handout was based on a Utah State Office of Education Training Module based on the training materials developed by Paul Waite and Davis District

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